

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> <b>306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8231	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> ██████████	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> TerryBerry Company 2033 Oak Industrial Drive NE Grand Rapids, MI 49505	
	<b>7. Document (order) amt</b> \$944.63	<b>16. Vendor Contact Info:</b> Lillian McBeth <b>Phone:</b> (800) 847-1813 <b>Fax:</b> <b>Email:</b> lmcbeth@terryberry.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 12/31/2015	
	*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodriguez@tsl.texas.gov	<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393
	<b>11. TSLAC Project Contact:</b> Donna Warren <b>Email:</b> human_resources@tsl.texas.gov	<b>Phone:</b> (512) 463-5474	

**17. Description**

2015-2016 Service Awards are listed below. Order form is attached. Please send proofs to TSLAC Project contact in box # 11. Order confirmation should be send to TSLAC Project contact and Purchasing.

TSLAC Terms & Conditions and Invoicing Instructions are attached. Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

TSLAC STAFF: Please have service awards deliver to Human Resources. Thank you!

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09301	16	7211	7399	\$169.65	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Shopper Tote with Seal -Vanessa Siordia Item # A-35	080-15	1	Each	\$37.53	\$37.53
2.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00
3.	Estimated Shipping & Handling	962-86	1	Lot(s)	\$105.12	\$105.12

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	17111	16	7211	7051	\$57.11	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Camelback 20oz Bottle with Seal -Naomi DiTullio Item # A22	080-15	1	Each	\$30.11	\$30.11
5.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	43111	16	7211	7054	\$64.53	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
6.	Shopper Tote with Seal -Ava Smith Item # A-35	080-15	1	Each	\$37.53	\$37.53
7.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
004	43121	16	7211	7402	\$193.25	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
8.	Leatherette Computer Brief with Seal -Christina Ruiz Item # B-41	080-15	1	Each	\$45.85	\$45.85
9.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00
10.	Tool Set with Seal -Hector Cleaveland Item # A-25	080-15	1	Each	\$46.27	\$46.27
11.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00
12.	Weather Radio w/Alert -Marcos Jimenez Item # A-52	080-15	1	Each	\$47.13	\$47.13

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
005	52321	16	7211	7506	\$64.53	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
13.	Shopper Tote with Seal -Lisa Meisch Item # A-35	080-15	1	Each	\$37.53	\$37.53
14.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
006	66117	16	7211	7699	\$323.92	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
15.	Home Music System -Ralph Wright -Pat Williams -Dee Riley Item # C-45	080-15	3	Each	\$81.43	\$244.29
16.	Gold-Plated Money Clip/Knife with Seal -Richard Holmes Item # B-13	080-15	1	Each	\$52.63	\$52.63
17.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
007	66167	16	7211	7699	\$71.64	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
18.	20 in Duffle with Seal -Andrew Rodriguez Item # B-42	080-15	1	Each	\$44.64	\$44.64
19.	State of Texas Seal	080-15	1	Each	\$27.00	\$27.00

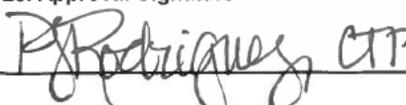
**Grand Total** \$944.63

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: ADM 16-064

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: [purchasing@tsl.texas.gov](mailto:purchasing@tsl.texas.gov) or fax: (512) 475-3393.

28. Approval Signature	Date	29. Vendor Signature	Date
	12/9/2015		